



## FY 2008 DCR PARTNERSHIPS MATCHING FUNDS PROGRAM

**Department of Conservation and Recreation (DCR)  
Office of External Affairs and Partnerships  
251 Causeway Street, 9<sup>th</sup> Floor, Boston, MA 02114**

### FREQUENTLY ASKED QUESTIONS

#### *Who can be a DCR Partnerships Matching Funds Program partner?*

Partners may be DCR Friends and park advocacy groups, civic and community organizations, institutions, businesses, non-state public partners, and dedicated individuals with an interest in improving the Commonwealth's natural, cultural, and recreational resources. DCR welcomes applications from multiple partners working collaboratively to complete a project.

#### *What projects are eligible for matching funds?*

Matching funds are available for **capital projects at state parks, open space, and facilities managed by DCR**. Capital projects generally include construction and/or restoration of physical features on state land and the planning required for such projects, including resource management plans. They do not include land acquisition, staff, or operational maintenance activities.

#### *What type of contributions can be matched?*

**DCR will match only monetary contributions that are deposited in a trust account of the agency.** In-kind donations of materials, services, and labor, while much appreciated, are not eligible for this matching funds program. DCR will match private contributions from individuals, organizations (e.g., Friends groups, civic organizations), institutions or businesses, or non-state governmental entities (e.g., federal, municipal). It will not match contributions by other state agencies.

#### *What types of projects will be approved?*

Partnership projects may include major field reconstructions, building restorations, interpretive signs, planning efforts, and more. DCR will consider providing a 2:1 match on contributions of up to and including \$25,000 and a 1:1 match on those of more than \$25,000. More information about completed projects is available on DCR's website at [www.mass.gov.dcr](http://www.mass.gov.dcr).

Generally, eligible projects are reviewed with the following considerations:

- Projects that address the deferred maintenance needs of the agencies are strongly encouraged.



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- Projects should meet management goals of DCR as expressed by a master plan, management plan, or by agency staff in the absence of such plan.
- Projects that would require ongoing dedication or redeployment of substantial additional agency staff time or other resources are a lower priority for agency approval. However, partnerships formed to support a capital project that are extended to address the capital project's long-term maintenance requirements are strongly favored.
- Projects with solely aesthetic benefit are a lower priority for agency approval.
- Projects must not infringe on public use and enjoyment.
- While the program aims to support projects that are expected to be completed by the end of the fiscal year (June 30, 2008), DCR will consider applications for projects that may require more than one fiscal year to plan and complete.

#### *How does the application process work?*

Interested applicants are **strongly encouraged** to initiate a conversation with a representative of DCR before submitting an application by contacting Ethel Stafford at 617-626-4917, [ethel.stafford@state.ma.us](mailto:ethel.stafford@state.ma.us), or c/o Department of Conservation and Recreation, 251 Causeway Street, 9<sup>th</sup> Floor, Boston, MA 02114. Ethel will work with applicants to identify DCR staff with whom they may wish to further discuss their proposals, as needed. During the initial discussion with Ethel, applicants should share information about their organization, one or more project concept ideas, and the funds the partner(s) are prepared to provide for the project. Once the project ideas are refined in discussion with agency staff, applicants should complete the application (available at [www.mass.gov.dcr](http://www.mass.gov.dcr)) or contacting Ethel Stafford using the contact information noted above if they have any further questions about the program.

**Applications are due by Monday, February 4, 2008**, but DCR strongly encourages earlier submission to facilitate agency review.

Applications may be mailed, emailed or faxed using the contact information below:  
Ethel Stafford, c/o Department of Conservation and Recreation, 251 Causeway Street, 9<sup>th</sup> Floor, Boston, MA 02114, [ethel.stafford@state.ma.us](mailto:ethel.stafford@state.ma.us), 617-626-4917 (telephone), 617-626-1116 (fax)

Applications will be reviewed by a team of agency staff. **DCR will notify applicants of decisions no later than Friday, February 15, 2008.**



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#### *How will the project be managed?*

DCR will manage the project. The project officially begins with the deposit of the partner's funds in a trust account of the agency. Instructions on how to do this will be included with the letter approving your project. **These funds must be deposited at the latest by March 14, 2008.** DCR **strongly encourages** partners to deposit their funds as soon as they are available to increase the likelihood that project work may begin more quickly and to allow more time for project completion.

The project will be assigned a project manager at DCR, and the project manager will work with the partner(s) to implement the project. The project manager is responsible for overseeing hiring of the contractor or vendor if one is needed and must comply with applicable state laws regarding bidding and contracting. The project manager will conduct meetings with the partners, as well as other parties whose input is necessary to carry out the project.

While DCR will consider applications for projects that may require more than one year to complete, the DCR Partnerships Matching Funds Program is principally designed for projects that can be completed by the end of the state's fiscal year ending on June 30, 2008.

#### *Once an application is approved, what further reviews and approvals are required?*

The agency partner will seek appropriate public participation in partnership decisions to promote a shared sense of responsibility for public resources and environmental assets. A public meeting will be held to discuss any proposed partnership projects that involve character-altering changes at a property or facility under the agency's stewardship. For projects of a lesser scale, the agency partner may consult with other stakeholders with an interest in the project such as friends groups formed to support a particular park or forest.

The agency partner will comply with applicable laws and/or policies pertaining to public review and comment. Some projects may require review and/or approval of another agency (e.g., Massachusetts Historical Commission, local conservation commissions, environmental reviews). The agency partner will be responsible for securing these approvals.



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*Will partner contributions be publicly recognized?*

All partners will receive a certificate of appreciation from the Commonwealth for their contributions and their contribution will be recognized in any publicity about the project that is distributed by DCR.

*Summary of schedule*

<b>Applications due</b>	<b>No later than February 4, 2008*</b>
<b>Partner notifications distributed</b>	<b>February 15, 2008</b>
<b>Partner funds deposited with state</b>	<b>March 14, 2008 *</b>

\* Earlier submission is strongly encouraged if possible.